

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL MEDICAID FRAUD CONTROL UNIT FRAUD SECTION

Summary: Represents the State of Indiana in the investigation and prosecution of Medicaid Provider fraud; assists with litigation in civil and criminal actions. This position reports to the Supervising Deputy Attorney General of the Fraud Section in the Medicaid Fraud Control Unit located in the Castleton area of Indianapolis, Indiana.

Job Duties:

- Responsible for all phases of litigation, including all necessary investigation, preparation and filing of pleadings, motions and briefs; coordinates with criminal investigators; appearances at hearings, and if needed in court, conferences, negotiation of settlements, and appeals.
- Provides effective and efficient delivery of legal services at hearings, and/or court, and manages a small but complex caseload.
- Prepares case files for all proceedings, timely documentation of all case activity in accordance to current accepted policies of office.
- Maintains and improves legal skills by attending seminars, conferences, and timely reading of recent case law, statutes, and applicable journals.
- Maintains a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Performs other duties and completes special projects as assigned.

All eligible candidates for this position will make a three-year verbal commitment to the Office of the Attorney General.

Qualifications:

- Admitted to the Indiana Bar.
- Excellent communication skills, including ability to relate effectively to both legal and non-legal individuals.
- Effective oral advocacy skills both in administrative hearings and court.
- Legal research and writing skills, with emphasis on clear, persuasive legal analysis.
- Ability to manage a complex caseload. Strong ability to multi-task.
- Ability to zealously advocate on behalf of the state at all aspects of case.
- Ability to work well with others.
- Proficient in computer skills.

- Preferred candidate will have experience with complex litigation relating to health care, or prosecution experience.